

**State of Tennessee Department of
Children's Services (DCS)
Records Retention
Alphabetical Order by Record Series Title**

Resource Home Records

RDA Number Records Title and Description

2877 Closed Resource Home Files

Disposition: FILES CONTAINING INFORMATION, E.G., MEDICAL, SOCIAL, FINANCIAL, TRAINING, ETC ON RESOURCE HOMES OR CONTRACT AGENCIES THAT NO LONGER PROVIDE SERVICES FOR AGENCY CLIENTS.

THESE FILES ARE TO BE CUT OFF ON JUNE 30TH FOLLOWING THE CLOSURE DATE OF THE HOME. MAINTAINED IN THE AGENCY FOR 25 YEARS.THEN DESTROY

RDA Number Records Title and Description

2983 Closed DCS Licensure Files

Disposition: CHARTER INFORMATION, BY-LAWS, CURRENT AND PAST LICENSURE INFORMATION, WORKING FILES FROM PREVIOUS LICENSING CYCLES AND RELATED CORRESPONDENCE.

THESE FILES ARE TO BE CUT OFF ON JUNE 30TH FOLLOWING THE CLOSURE DATE. MAINTAINED IN THE AGENCY FOR 3 YEARS. THEN DESTROY AFTER AUDIT.